

Retention and Classification Report

Agency: Centerville (Utah) (184)

250 North Main
Centerville, UT 84014
801-295-3477

Records Officer Marsha Morrow

84958 City Council minutes

AGENCY: Centerville (Utah)

SERIES: 84958

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TITLE: City Council minutes

DATES: i 1915-

ARRANGEMENT: Chronological.

DESCRIPTION:

The city and town council minute book were created as the official record of the city council meetings. Handwritten entries were usually made by the city clerk in meetings that were held on a regular basis. Special meetings were scheduled as needed. Typical entries contain information about budgeting and finance; city ordinances; business and professional licensing procedures; police activities; and improvements in public service such as street repairs.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm duplicate: For records beginning in 1915 through 1977.
Retain in State Archives permanently.